Smart Shut Down

Plans Consideration

Basic PM Decisions

- PM needs to decide his role:
  - Executor of Army Program
  - Advocate for system
  - Advocate for requirement
  - Leader of an office with Military and Civilians
- PM does all of them, but one has to dominate based on the current conditions and Army needs

Shut Down Tenets

- First need to execute this with the same diligence as any other PM requirement
- The execution needs to be effective…no unknowns and lingering issues
- The execution needs to be efficient…save Army resources and take care of the people
- Need to cover the full spectrum of the program to include plans for:
  - Technical
  - Logistics
  - Requirement
  - Personnel
  - Contracts
  - GFE
  - PMO Equipment
  - Office Space
  - Security
  - Funding

Technical Plan

Plan needs to cover:

- Preserving the technology for future use, i.e. how to “put it on the shelf”
- Sharing the technology with other DoD organizations and agencies
- Determining how S&T can use current technology
- Determine how to use S&T to meet future/evolving requirements
- Contractor GFE as required

The Logistic Plans

Plan needs to cover:

- Disposition of PMO equipment
- Notification of changes to field (opposite of New Material Introduction Brief)
- Interaction with Depot for support level changes
- Development equipment, unit equipment disposition as required

The Requirement Plan

- Primary lead should be TRADOC with PM in support
- Disposition of Requirement, e.g. invalid, revalidate, update, etc.
- Joint PM/TCM review of DOTLMS-PF
- PM should lead on review materiel solutions or technology solutions

Personnel Plan

The plan should cover:

- Phase out approach of personnel requirements
- Relocation plans and jobs for civilians and military
- Coordinate with PERSCOM on military assignments
- Coordination with matrix organization for return of their personnel
- Cross-level within PEO for core positions that are eliminated

The Contract Plan

Plan needs to cover:

- The best method to close the contract e.g.
  - Terminate for Convenience
  - Terminate for Default
  - Let the contract expire at its currently PoP
  - Defund contract
  - Move contract to another agency
- Need to address both effective contract management and efficient cost performance

GFE

- Should be part of Logistics, Technology and Contracts Plan
- Needs to include test articles, production equipment and any other items provided to the contractor

PMO Equipment

- This is for equipment provided to PMO to conduct program, such as unit equipment for LUT, test equipment, spare parts, and equipment in office or at other supporting offices
- Needs to be put back in supply system
- Can often support directly to field with Army consent…this provides rapid and useful disposition of the equipment

Office Space Plan

Plan needs to cover:

- How office space will be turned in to installation or returned to GSA
- Needs to be in coordination with personnel plan

Security Plan

Plan needs to cover:

- Properly handling, destroying and storing classified materials.
- Consider long-term storage and electronic storage
- Needs to be synchronized with Technology Plan
- Classified System Equipment storage or demilitarization
- Disposition of Safes, SCIFs, keys, and other classified support items

Funding Plan

Plan needs to cover:

- Determine total cost of shutting down the program
- How to close the program under current funding or if more is required
- If & how current funding can be used in the shutdown (color of money)
- Continued support of Army POM per shut down direction